

**CITY OF MILPITAS  
YOUTH ADVISORY COMMISSION  
455 E. CALAVERAS BLVD. CITY HALL COMMITTEE ROOM  
Thursday, October 13, 2005, 7:00 p.m.**

**A G E N D A**

**A. ROLL CALL:** Joseph Hall, Lorden Fok, Roxane Lachance, Aditya Ullal, Jay Kumar, Danielle Yee, Alex Tran, Nida Asif, Ha La

**ALTERNATES:** Jason Nguyen, Larry Lee, Josephine Fong, Sareen Sandhu

**B. SEATING OF ALTERNATES**

**C. FLAG SALUTE**

**D. APPROVAL OF MINUTES:** Thursday, September 8, 2005

**E. CITIZEN'S FORUM:**

*Members of the audience are invited to address the Commission on any subject not on the agenda. Speakers must stand, state their name and address for the record, and limit their remarks, to fewer than three minutes. As a un-agendized item, no response is required of City staff or the Commission; however, the Commission may agendize the item for a future meeting.*

**F. ANNOUNCEMENTS/CORRESPONDENCE**

**G. ADOPTION OF AGENDA**

**H. OLD BUSINESS**

1. Commission Social
2. Bill Wilson Center's Hotline
3. Graffiti Terminators

**I. NEW BUSINESS**

1. Election of Officers
2. Milpitas Education and Industry Alliance Project (MEIAP) Presentation

**J. OTHER BUSINESS**

1. City Council Liaison Report
2. Staff Report
3. Future Agenda Items

**K. ADJOURNMENT**

*Public comment is allowed on agenda items that are of interest to the public.*

*A recorded agenda or minutes printed in large type will be provided upon request by the Recreation and Community Services office for the visually impaired.*

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## **H. OLD BUSINESS**

### **1. Commission Social:**

**Background:** The commission created a subcommittee of two commissioners, Yee and Ullal, to plan an October social. Program Coordinator Tiumalu provided ideas for the social subcommittee to consider, such as bowling, miniature golf or a social at the Teen Center. **Recommendation:** Have the subcommittee provide an update to the Commission on the status of the Youth Advisory Commission social.

### **2. Bill Wilson Center Hotline:**

**Background:** At the Commission meeting in February 2005, the commission decided to research a Teen Hotline versus a Teen Talk Show. The commission requested staff to contact other organizations that host a Teen hotline to see what is required so the commission could decide if they would like to move forward with the project. At the March 2005 meeting, the commission received information about the Bill Wilson Center Hotline for Teens and training requirements. The Commissioners, which had shown an interest, were unable to make the deadline for the applications for various reasons. After much discussion the Commission decided to bring this item back at the October meeting, when the new commissioners were in place and they had sufficient time to look at their schedules and see if the present commission wants to have involvement with the hotline project.

**Recommendation:** Decide if the Commission would like to continue to discuss project involvement on working phone lines at the Bill Wilson Center Hotline service center or find other ways the commission can give back to the community.

### **3. Graffiti Terminators:**

**Background:** In October 2004, Chris Schaller, Neighborhood Preservation Specialist for the City of Milpitas, gave a presentation about the City of Milpitas' "Graffiti Terminators" Program. Through the presentation, Mr. Schaller provided the Commission program background and asked for the Commission to make a commitment to volunteer to assist with the program. At the April 2005 meeting this agenda item was requested to be re-agendized for the October 2005 meeting. Commissioner Ullal has been working with Mr. Schaller to arrange a date for the majority of Commissioners to volunteer with this project.

**Recommendation:** Have the Commission decide if this is a project that they want to continue to work on and if so decide on a date, or to forego this project if they cannot commit to the request as a Commission.

## I. NEW BUSINESS

### 1. Election of Officers:

**Background:** In accordance with the by-laws, the Youth advisory Commission is required to elect a Chair and Vice-Chair to serve through October 2006 as the leads for the Youth Advisory Commission. It is stated in the by-laws that terms of office are one-year terms with elections to be held in October.

**Recommendation:** Have the current Youth Advisory Commission nominate and elect a Chair and Vice Chair to serve through October 2006.

### 2. Milpitas Education and Industry Alliance Project (MEIAP) Presentation:

**Background:** The Milpitas Education and Industry Alliance Project (MEIP) is a group that seeks to place high school students into internships at businesses located throughout the City of Milpitas during the summer months of every calendar year. Typically, MEIP will be active during the months from June-August. Students will be exposed to work environments in the fields of engineering, biotechnology, financing, administration, and other available disciplines. Students will work for a maximum of 30 hours a week and must agree to attend employment workshops designed to help students create resumes, prepare for interviews, and learn about employment processes.

Alex Tran, Director of the SOS Council, contacted staff to present a possible collaboration project between the Youth Advisory Commission, Milpitas High School and the SOS Council. Though the Council is not chartered with the school, they are endorsed by the school principal Mr. Charles Gary and well as the superintendent, Dr. Karl Black. They are hoping that Milpitas will partner up with several local companies in the City in order to host 30 student interns at designated work facilities each summer. Students will engage in biotechnology, engineering, financial, and other work settings.

**Recommendation:** Have the Youth Advisory Commission receive Mr. Tran's presentation and decide if this is a program that they want to work on, if no further action Note, Receipt, & File.

# **Milpitas Education and Industry Alliance Project (MEIAP)**

Proposal Compiled by: Alexander Tran  
Director of Milpitas High School SOS Council

**Introduction:** As Silicon Valley continues to grow into an important and diverse industrial core in the United States, there is a growing local and national need for an educated, diverse, and well-trained workforce. One way to cater to this need is by creating an alliance with education and industry. Through extensive internship opportunities, MEIAP will strive to meet the goals listed below.

**Project Overview:** The MEIAP project seeks to place high school students into internships at businesses located throughout the City of Milpitas during the summer months of every calendar year. Typically, MEIAP will be active during the months from June-August. Students will be exposed to work environments in the fields of engineering, biotechnology, financing, administration, and other available disciplines. Students will work for a maximum of 30 hours a week and must agree to attend employment workshops designed to help students create resumes, prepare for interviews, and learn about employment processes.

## **Objectives:**

1. To allow students to apply academic education into the industry:  
While the classroom emphasizes theories and concepts, MEIAP will allow students to experience the applications of academic knowledge in our business community. Many of the internships offered through MEIAP will expose students to how science and technology are applied to the manufacturing of several innovations and/or how economic and financial strategies are manipulated to further business interests. This completes the students' educational "package" by giving them experience.
2. To help students become aware of career opportunities:  
Most students who go off to college have undecided future occupations or lack the knowledge of those available. MEIAP will address this need by allowing students to become exposed to different career paths as well as experience the work involved in the career of their interest.
3. To help secondary-education students become ready for tertiary institutions:  
Internships allow students to prepare for the competitive college environment by helping them improve their communication skills and soft skills. It also makes them more competitive candidates for these institutions as well as employment positions in the future.
4. To foster student innovation and entrepreneurship:  
Being immersed in a corporate/business environment allows students to first-handedly experience the innovation and ingenuity that help American businesses thrive on the market. This, in turn, fosters independent and critical thinking.

**Reasons for funding MEIAP:  
Benefits for the City of Milpitas:**

- Improvement of overall student education helps to improve the city's image on the real estate market.
- Economically, Milpitas is a Silicon Valley hot-spot and needs an educated workforce.
- The Economic Development Commission and School Board want to foster student interest in math and science oriented disciplines.
- Many people who grow up in Milpitas end up living here; fostering student innovation and entrepreneurship will be a long-term benefit for the city's economy.
- MEIAP helps foster a healthy citizen-education-industry relationship, thereby, encouraging community involvement.

**Benefits for students:**

- Internships look good on college applications; thus, making students from Milpitas schools competitive candidates for tertiary institutions.
- Students with work experience are more confident and ready to enter the work-force.
- Immersion in corporate environments help students to understand legal and business processes; thus, giving them a better overall understanding of their society.
- Internships give students valuable connections with education outreach organizations and multinationals.
- Internships help students brush up on soft skills and communication skills, which will be helpful in **all** of their future endeavors.

**Clientele:**

The main candidates of the MEIAP will be High School students with residence in the City of Milpitas, notably those who attend Milpitas High School (MHS). Of the 3,000 students at MHS, priority for internships will be given to those of the Junior (11<sup>th</sup> grade) and Senior (12<sup>th</sup> grade) denomination.

A general questioning of students at Milpitas High School showed that nearly all students (average and above-average students) would like to participate in an internship. Self-motivated students who demonstrate a need for work experience and who can best benefit from the internships will be prioritized candidates.

Past interns from LifeScan, Inc. at 1000 Gibraltar Drive, Milpitas, CA agreed that internships helped them to clarify their career options, fostered student innovation, and made them more school-oriented as a result of their applying educational concepts to the industry.

Courtesy of: Ankita Samant, Milpitas, CA (2004 LifeScan Intern; 2005 Applied Biosystems, Inc. Intern) Alexander Tran, Milpitas, CA (2004 LifeScan Intern; 2005 Affymetrix, Inc./SJSU Intern).

**Methods for administration:**

Marketing: Students in the City of Milpitas' Youth Advisory Commission and several volunteers from Milpitas High School's SOS Council can assist in disseminating information regarding the internships (flyers, poster, orientations, etc.). In addition, information can be listed on the City's website and advertised on the Milpitas Post newspaper.

Administration: A coordinator of the MEIAP project will be necessary. A panel of volunteers and even students who are hired through MEIAP can assist with the project as an internship. Here are some things to consider:

- *Interviewing:* interviews will be conducted for a pool of prospective candidates collected from the entire pool of applicants.
- *Paper-work:* Students need to sign all liability and agreement forms and these files must be maintained.
- *Work coordination:* administrators must work out schedules and agreements with local businesses.
- *Workshop:* workshops must be run once a week. If permissible, a panel of trained students can assist in teaching these workshops.
- *Payroll:* human resources must receive compensation for payroll services.

**Methods for reaching objectives:**

Education: Students will gain experience for a minimum of six weeks and, afterwards, will present their experiences to other MEIAP clients at the last workshop meeting.

Internships should be tailored to:

- Introduce students to the applications of academic knowledge to the industry.
- Give students a "feel" for the business ethics and operations of corporate America.
- Give students a sound introduction to soft skills.
- Help students determine their career path and prepare them to become ready candidates for future employment positions.

**Available Resources:**

LifeScan, Inc.'s community relations personnel are willing to assist in making this project work. In the past, LifeScan hosted internships for 3 years as part of a Johnson and Johnson grant for Milpitas High School.

(Courtesy of Mary Lou Stuart, Community Relations Manager at LifeScan, Inc.)

The Santa Clara County Biotechnology Education Partnership, an education outreach organization, can give some advice regarding liability issues and the evaluation of internships.

(Courtesy of Katy Korsmeyer, Director of SCCBEP)

The SOS Council at Milpitas High School and the Youth Advisory Commission of the City of Milpitas can provide project volunteers to assist with the marketing and administration of the MEIAP.

**Needed Resources/ Budget:**

<b>Category:</b>	<b>Description:</b>	<b>Necessary Budget:</b>
Administration	Hired personnel for the MEIAP	\$ 4,000/month for 12 months
Project	Costs associated with internships	\$1,000/student for 30 students
Payroll	Student Stipends	\$ 800/student for 30 students
Coordination	To coordinate paperwork, payroll, overtime, etc.	\$ 1,000
Miscellaneous	Costs associated with resources such as worksheets, printing, faxing, folders.	\$ 500
Administration	Office Space	Provided by City of Milpitas
Project	Room for holding workshops	Provided by City of Milpitas
<b>BUDGET</b>	<b>Total</b>	<b>\$ 115,000</b>

**Evaluation Plan:**

Formative Evaluation: Students will be required to keep a log of their activities, what they learned, and how their activities met certain objectives, thus, allowing the MEIAP evaluators to track the progress of the program throughout its duration.

Summative Evaluation: Surveys given to students after the MEIAP will give feedback on how the project can be improved. In addition, work site coordinators can give their feedback about the internship experience of each affiliated student, how internships help students and employees to engage in bridging the gap between education and the industry, the challenges, and the rewards of hosting interns.